



LEAD GROUNDSKEEPER,  
CORRECTIONAL FACILITY (CF)  
Final Filing Date: October 3, 2014

OPEN, NONPROMOTIONAL - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)  
SPOT EXAMINATION FOR:

CALIFORNIA REHABILITATION CENTER  
CALIFORNIA INSTITUTION FOR MEN  
CALIFORNIA INSTITUTION FOR WOMEN

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR's testing period(s) for this examination is: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail with:  
California Rehabilitation Center  
Personnel/Delegated Testing Office  
P.O. Box 1841  
Norco, CA 92860

or In person at:  
California Rehabilitation Center  
Personnel/Delegated Testing Office-Modular A  
Fifth Street & Western Avenue  
Norco, CA 92860

If you are personally delivering your application, you must do so between the hours of **7:30 a.m. and 4:30 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

**NOTE:** Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **October 3, 2014**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **December 2014/January 2015**.

SALARY RANGE(S) As of: **August 28, 2014**  
**\$3,051- \$3,843**

MINIMUM QUALIFICATIONS Three years of experience in propagating, planting, and cultivating flowers and shrubs, and in general grounds maintenance work.

(Completion of a recognized course of study in landscape gardening or landscape design may be substituted for two years of the required experience.)

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders.

Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION PLAN (CONTINUED)	<div>Qualifications Appraisal -- Weighted 100.00%</div> <p><b>Scope:</b> Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Methods, materials, and equipment used in propagating, planting, cultivating, spraying, and otherwise caring for flowers, shrubs, lawns, and trees.</li><li>2. Flowers, shrubs, and ornamental and shade trees commonly grown in California, and their planting and growing requirements.</li><li>3. Plant pests and diseases and methods of their control and eradication.</li><li>4. Department's Equal Employment Opportunity Program objectives.</li><li>5. A manager's/supervisor's responsibility for promoting Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity Program objectives.</li></ol> <p><b>B. Skill in:</b></p> <ol style="list-style-type: none"><li>1. Budding, grafting, pruning, and flower gardening work.</li></ol> <p><b>C. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Lay out ornamental flower beds and borders.</li><li>2. Follow oral and written directions.</li><li>3. Supervise the work of a group of groundskeepers.</li><li>4. Deal tactfully with the public.</li><li>5. Communicate effectively.</li><li>6. Effectively contribute to the department's Equal Employment Opportunity Program objectives.</li></ol> <p><b>If conditions merit,</b> this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished <b>12</b> months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A <b>Lead Groundskeeper, Correctional Facility</b>, under direction, in a State correctional facility in CDCR, propagates and cares for flowers and ornamental plants in a large greenhouse and nursery and lays out, plants, and cares for flowers and ornamental plants and shrubs; or works with and is in charge of a small crew doing gardening and general grounds maintenance work; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; instructs, leads or supervises inmates, youthful offenders or resident workers; and does other related work.</p> <p>Position(s) exist at the institution(s) listed above CDCR.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS' PREFERENCE/ CAREER CREDITS	Career credits or Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. <b>If you receive Veterans' Preference, you cannot also receive career credits in this examination.</b>
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GENERAL INFORMATION

**It is the candidate's responsibility** to contact California Rehabilitation Center, Delegated Testing at (951) 273-2353 three weeks after the final filing date if he/she has not received his/her progress notice.

**Applications are available at** CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

**Veterans' Preference:** California law allows the granting of Veterans' Preference in **Open Entrance** and **Open, Nonpromotional Entrance** examinations. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference; 2) an entrance examination is defined, under the law, as any open competitive examination; 3) veterans' preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans' Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at [www.jobs.ca.gov/job/VeteransInformation](http://www.jobs.ca.gov/job/VeteransInformation).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

GENERAL INFORMATION

(CONTINUED)

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartment promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS